

Instructions for submitting proposals to the Department of Juvenile Justice Human Research and Review Committee

1. Read and review the Administrative Directive 07 006.3.
2. Download the *Research Proposal Summary Form* – email completed form to Researchproposals@djj.virginia.gov and fax a signed copy to Lynette Greenfield at (804) 371-0726.
3. Download the Research Agreement Form – fax a signed copy to Lynette Greenfield at (804) 371-0726.
4. All Research Proposals should be submitted via e-mail or saved to a disk and mailed to:
Department of Juvenile Justice
ATTN: Research Proposal Dept.
P. O. Box 1110
Richmond, VA 23218-1110